**STATE OF SOUTH CAROLINA**

**Department of Mental Health-MHC Santee Wateree**

801 N. Pike West
Sumter, SC 29153

**INVITES APPLICATIONS FOR THE POSITION OF:**

Human Service Coordinator I - School-based Mental Health program services

*An Equal Opportunity Employer*

The language used in this document does not create an employment contract between the employee and the agency. This document does not create any contractual rights or entitlements. The agency reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment.

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<tr>
<th>OPENING DATE: 05/06/19</th>
<th>CLOSING DATE: 05/19/19 11:59 PM</th>
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<tbody>
<tr>
<td><strong>JOB TITLE:</strong> Human Service Coordinator I - School-based Mental Health program services</td>
<td><strong>CLASS CODE:</strong> GA50</td>
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<tr>
<td><strong>POSITION NUMBER:</strong> 603F0039</td>
<td><strong>SLOT NUMBER:</strong></td>
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<tr>
<td><strong>STATE SALARY RANGE:</strong> $32,838.00 - $60,760.00 Annually</td>
<td><strong>AGENCY HIRING RANGE - MIN:</strong> $34,808.00</td>
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<td><strong>AGENCY HIRING RANGE - MAX:</strong> $41,047.00</td>
<td><strong>LOCATION:</strong> Sumter County, South Carolina</td>
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<td><strong>JOB TYPE:</strong> FTE - Full-Time</td>
<td><strong>NORMAL WORK SCHEDULE:</strong> Monday - Friday (8:30 - 5:00)</td>
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<td><strong>RESIDENCY REQUIREMENT:</strong> No</td>
<td><strong>RESIDENCY REQUIREMENT SPECIFICS (IF ANY):</strong></td>
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**AGENCY SPECIFIC APPLICATION PROCEDURES:**

You must apply online at [www.jobs.sc.gov](http://www.jobs.sc.gov). Follow the status of your application online. ONLY THOSE APPLICANTS CHOSEN FOR AN INTERVIEW WILL BE NOTIFIED BY LETTER THAT THE POSITION HAS BEEN FILLED. Online employment applications must be completed in its entirety. Incomplete applications will not be accepted. A resume may not be substituted for an application; however, a resume may be added for additional information. Please attach a copy of your master's degree transcript to the online application.
JOB RESPONSIBILITIES:

This position is being re-advertised. Previous applicants do not need to reapply. Your application is still being considered.

The Department of Mental Health is a drug-free workplace. All candidates will be required to pass a mandatory pre-employment drug screen.

This position is located at the SC Dept. of Mental Health at Santee-Wateree Community Mental Health Center (CMHC) at the Sumter Clinic located on 801 N. Pike West, Sumter, SC. 29153, in the CAF Services division.

Under general supervision, will provide clinical mental health services to consumers, families, and school personnel within a community mental health program co-located in a public school setting as part of the State funded School-Based Mental Health program.

Provides an array of community mental health services in a school setting in a culturally competent manner. Clinical services to be performed, as privileged, will include, but will not be limited to, assessment, crisis management, individual, group, and family therapy, and PRS to children, adolescents, and their families in accordance with Quality Assurance standards. Formulates plans of care and maintains accurate medical records, ensuring that documentation is in compliance with DMH and Center Quality Assurance Standards. Will also provide prevention and pre-intervention services for the school as described in the School-Based "Best Practice," model.

Participates in treatment team meetings/staffing's and administrative meetings as designated; Adheres to Corporate Compliance, Fire and Safety, CARF and HIPAA standards. Provides case management and ancillary services to children and their families in coordination with other agencies such as DSS, DJJ, COC, DDSN, etc. in order to facilitate the total treatment of assigned consumers. Confers with school personnel in a consultative manner on issues related to children and adolescents in regards to mental health. Participates with school personnel in parent-teacher conferences and other designated school meetings to offer appropriate consultation, referrals, and mental health service as needed.

Develops, arranges, and facilitates services for the assigned case load during periods when school is not in session, ensuring that services do not lapse during these periods of time. Active participation in data collection and assimilation for reporting outcomes as requires for the School-Based Mental Health Project AWARE.

Performs other related duties as required and assigned by the supervisor.

MINIMUM AND ADDITIONAL REQUIREMENTS:

State: A Bachelor's degree and professional experience in human services or social services program.

DMH: A Master's degree in guidance, counseling, or the social sciences.

Valid driver's license required.

Note: Applicants must also meet Agency minimum requirements to be considered for this position.

PREFERRED QUALIFICATIONS:

Prefer candidates licensed as LPC, LMSW, LISW, LMFT, and/or CAC-I/II Certification.

Prefer four (4) years' experience working with Children, Adolescents, and their Families. Must have prior experience developing programs in school Mental Health services and building
relationships with school staff/parent/and youth. Have excellent therapeutic skills in working with Children, Adolescents, and their Families.

**ADDITIONAL COMMENTS:**

**Who We Are**
Santee-Wateree Community Mental Health Center is part of the South Carolina Department of Mental Health. Santee-Wateree CMHC provides mental health services to individuals in Clarendon, Kershaw, Lee and Sumter Counties.

**Mission Statement**
To support the recovery of people with mental illnesses within our communities.

The South Carolina Department of Mental Health is an Equal Employment Opportunity Agency. We provide affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, national origin, age, religion, or disability– including the basis of pregnancy, childbirth, or related medical conditions. Supplemental questions are considered part of your official application. Please complete the state application to include all current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the employment application. The employment application will be considered incomplete and not forwarded. All applicants must apply online. **Please attach an unofficial transcript to your application.**

Santee-Wateree CMHC is also an approved site of the National Health Service Corps, (NHSC), which offers student loan repayment of up to $50,000 to employees of NHSC-approved sites. You must be a US citizen, you must be licensed to practice independently in the state where you are hired, and you must have unpaid government or commercial school loans. There is a two-year service commitment required as well. Confirmation of qualifying for this loan repayment program is the responsibility of every applicant - **we cannot guarantee your qualification.**

careers.sc.gov
801 N Pike West
Sumter, SC 29153

HUMAN SERVICE COORDINATOR I- SCHOOL-BASED MENTAL HEALTH PROGRAM SERVICES

Job #84983
RK
Human Service Coordinator I- School-based Mental Health program services
Supplemental Questionnaire

* 1. Are you willing to take a mandatory pre-employment drug test?
   ☐ Yes ☐ No

* 2. Do you possess a valid Driver's License and good driving record?
   ☐ Yes ☐ No

* 3. Do you have a master's degree in guidance, counseling, or other social sciences?
   ☐ Yes ☐ No

* 4. Have you successfully completed graduate-level coursework in Psych diagnostics AND Psychopathology?
   ☐ Yes ☐ No

* 5. Do you have any experience working with children and/or family services in a mental health setting?
   ☐ Yes ☐ No

6. Do you have any special license or certification? If so, please list

* 7. Are you on the Registry of Convicted Sex Offenders?
   ☐ Yes ☐ No

8. If you answered "Yes" to being on the Registry of Convicted Sex Offenders, please explain.

* 9. Have you ever been an employee of the State of South Carolina?
   ☐ Yes ☐ No

10. If you answered yes to ever working for the State of South Carolina, what agency did/do you work for?

* 11. The salary range for this position is $32,838.00 to $41,047.00. Are you willing to accept this salary range if you are offered this position?
   ☐ Yes ☐ No

* 12. If you have ever been convicted of a misdemeanor or felony criminal offense (other than in a Juvenile Court), you MUST list this information (unless you have taken steps to expunge your record.) This includes fraudulent checks, driving under suspension, disorderly conduct, shoplifting, etc. *Please note that conviction of a criminal offense does not bar you from employment in all cases; each conviction is evaluated individually.
However, failure to list convictions is considered falsification of the application and WILL BE grounds for termination, if hired. It is your responsibility to know what is on your criminal record. If you have charges on your record that appear without a court disposition (result) you may be asked to provide that information if selected for employment. If you have questions, please inquire before you complete your application. Please indicate your understanding to this statement.

☐ I UNDERSTAND
☐ I DO NOT UNDERSTAND

* Required Question